

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 11 Feb 04
Meeting Time: 1000-1020 **Meeting Place:** Kaizen No Yochi

Present: DRE, XO, DOICC, RPAO, BM, C130Q (Recorder/ Facilitators)

1. The minutes of 04 Feb 04 has been reviewed. Minor correction made.
2. Group Calendar reviewed and updated.

GROUP CALENDAR	
Dates	Event
10-15 Feb	CO TAD
15-19 Feb	DRE on leave
24-29 Feb	CO and BM TAD to San Diego
2-4 Mar	Senior Engineers' Conference at Camp Zama
16-20 Mar	DRE TAD to Award Board
20 Mar	CB Ball O' Club in Atsugi
2-13 Apr	RPAO on leave
14 Jul-16 Jul	PWC/OICC IG
24-26 Mar	GPC IG

3. FY04 RFMS SBP Goal Status update. The updated working sheets have been distributed.
4. NAF Misawa MLC planner position.
 RPAO, LCDR Gersh made a position management presentation. RFMS approved funded MLC planner into RFMS program. NAF Misawa agreed to reassign funded billet to PWD due to increase workload. Position will be present at new PMB along with administrative assistant billet for CNFJ Regional Engineering staff.